

## Background Investigation Instruction Sheet for Incoming Residents

As part of your application process to work as a resident physician at the VA, a five year background investigation through **e-QIP** must be completed. In order to complete the needed background please go to [www.opm.gov/e-qip](http://www.opm.gov/e-qip) and login by entering your social security number and answering the three Golden questions. After logging in the first time, you will be prompted to change your golden questions to ensure the security of your data. After changing your Golden questions, **e-QIP** presents you with the Main Menu. Select the link entitled, "Enter Your Data" from the main menu screen. After reading all instructions, you can now begin entering your personal data. In order to ensure the completeness of your data, a validation routine will run after each page is submitted. The validation routine will point out any errors and provided detailed instructions on how to satisfy each incorrect or missing item. After you are complete and you do not have any errors pending, select the "Certify Your Investigation Request" button to finish your form. **On the last screen make sure to print a copy of your two signature pages. Only after you have printed and signed the appropriate signature pages, should you click on the final link entitled, "Release Request/Transmit to Agency."** Please return a copy of the completed document with your other resident application materials.

The information listed below will be needed to complete the process:

- Full Name (middle name at birth is required)
- Date of Birth
- Place of Birth
- Social Security Number
- Other Names Used (**please include your maiden name as other names used, etc.**)
- Sex
- Citizenship
- Address Information- Where you have lived in the past 5 years. Please note – there cannot be any gaps in time periods. You will also need to list the full name and complete address of someone who knew you at each address
- School Information - If you have gone to school within the past 5 years, provide the school information requested, name and complete address. If you have not gone to school in that time period, please do not answer
- Employment Information - Employment history for the past 5 years. Please note – there cannot be any gaps in time periods. You will need the full address, phone number, and supervisor's name. If you have a period of time where you were unemployed, please add an entry and select unemployment and provide the needed information
- Personal References – People who know you well for at least five years. List 3 people, include the timeframe you have known them to present, full address, and phone number
- Selective Service Number – If you are registered with the Selective Service, you will need your registration number
- Military History
- Illegal Drug use

Please call or email if you have any questions or concerns.

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